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8 JUN 1961

**MEMORANDUM FOR:** Director of Logistics  
**SUBJECT :** Type Styles for Electric Typewriters  
**REFERENCE :** Memo fr [ ] DDP/AEMO, to D/OL, subj:  
 Typewriter Procurement, dtd 9 Mar 61

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1. Reference memorandum requested that all electric typewriters procured in the future for use by the DD/P, at Headquarters and in the field, have a particular type style and a carbon paper ribbon feed. The desirability of these two features was established by tests conducted by the Technical Services Division on equipment and material used in connection with the DD/P Central Retrieval System to determine typewriter requirements for producing the best photographic results.

2. Discussions between representatives of [ ] office and this office developed additional criteria with respect to desired type styles as follows:

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<u>Make</u>	<u>Type Styles</u>	<u>Code</u>
I. B. M. Royal Remington	[ ]	

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3. A further survey may disclose additional models of typewriters equipped with type styles other than those noted above which may be acceptable in connection with automatic data processing. Under present procedures surplus typewriters are returned to the Supply Division and reissued Agency wide as required. It would appear desirable under these conditions to conduct a feasibility survey with a view to possible standardization of type styles which would be preferable for DD/I and DD/S automatic data processing. Such standardization would add impetus to the program of replacing unserviceable machines with new typewriters equipped with preferred type styles and would also simplify procurement, storage and issue of this equipment. It is believed that the matter would be of interest to the recently established CIA Automatic Data Processing Staff which is under the direction of [ ]

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(SIGNED)

[ ]  
ASSA-(Logistics)

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